8.1 Case Opening

For case opening procedures, see Section 7 and LR 100.4(a) .

8.2 Posting Documents (See☐ Section 5.2 and☐ Appendix A & A ppendix B)

All documents must be converted to a PDF format before they can be uploaded to the CM/ECF   system. To electronically file documents in a civil case, the Registered User should select Civil from   the main blue tool bar. To electronically file documents in a criminal case, the Registered User   should select Criminal from the CM/ECF main blue tool bar.

(a) Initial Pleadings and Service

Selection of Civil from the main blue tool bar will display a menu of civil case events. To   post a complaint (or other initiating document), choose the appropriate event from the Complaints and Petitions menu under Initial Pleadings and Service. Bankruptcy Adversary Proceeding, Bankruptcy Appeal and Complaint for Limitation/Exoneration of Liability   events appear under the Other Case Initiating Documents menu. Hit Next.

Selection of Criminal from the main blue tool bar will display a menu of Criminal Events. Court staff will select from the events under Indictment, Information, Complaint under the Charging Instruments and Pleas menu to enter the initiating case documents.

(b) Case Selection Screen

The system prompts for the case number. Case numbers should be entered in CM/ECF using the YEAR-NUMBER (yy-####) format. A hyphen should be included between the   yy digits and the case number digits. If the case number has not been entered correctly, an error screen will appear. If the database contains different case types with the same year and case number, the system will display the cases and titles to the user for further selection. For example, if the user inserts the case number: 99-123 and the database contains both a civil case with that number (99-cv-123) and a criminal case with that number (99-cr-123),   the user will be prompted to select between the cases. After the correct case is selected, hit

Next.

Note: A hyperlink to the Query menu is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the Query menu. A docket report is available from that menu.

(c) Reserved
(d) Select Party Filer Screen (See Section 7.11)

 Select the party filing the document by highlighting the name(s). New parties may be added on this screen by choosing the Add/Create New Party link. Once the party filer selection   is complete, hit Next. **(e) Filed Against Screen (See Section 7.11)**

When posting a complaint event, an amended complaint or a third party complaint, the user will be prompted to select the party the complaint is filed against. The user has the option   of selecting all parties of a particular role type or by individually selecting the parties.   Selecting individual party names will cause the system to place those names in the docket   text. Selection of a group will not place individual names in the docket entry text. Instead,   the docket text created will simply be All Defendants or All Plaintiffs. If the against party   is not available for selection, the user may add that party by selecting Add/Create New   Party. After selection of the against parties, hit Next.

(f) Link Party Attorney

The user will be required to confirm the party-attorney relationship the first time an attorney files a document on behalf of that party. This is also an opportunity for the user to verify   that they have chosen the correct party filer. Checking the association box will create an association link between that attorney and party. The user should also check the box Lead and ensure that the box for Notice is checked by default.

(g) Upload Screen for PDF file (See Section 8.2(j))

This screen permits the user to upload a PDF file to CM/ECF. The user can either type the full path name of the PDF file into the Filename box, or preferably, the user may click on   the Browse button.

(h) Reserved
(i) Browser Dialog Box

Clicking on the Browse button activates a dialog box and allows the user to search or drill

down through their directories to the target PDF file they wish to upload with the docket entry. Note that the File of Type box may default to only HTML type files. To view PDF   files (those files with a .pdf extension), the user should select All Files before searching. The   user may have to work through several directories to locate where they stored the target PDF   file. A selected directory will become the default directory during the remainder of the   active CM/ECF session. After locating the target file, the user should highlight the file, and   then right click to select the open or view option. This allows the user to preview the file   to ensure that the correct file has been selected and that all of the pages are viewable. After previewing the PDF file, the user should close that Adobe Acrobat Reader window and double-click on the file name in the Choose file window. Alternatively, the user may just   click on the Open button. Both actions will cause the system to pop the full path name for   the target PDF file into the Filename box. Select Next.

(j) Multiple PDF Documents and Attachments

If there are no attachments or additional files to be uploaded with the current docket event, click on Next. However, if there are attachments or additional PDF files to upload with the event, select the yes radio button by the Attachments to Document prompt below the Filename box. Select the type of attachment by choosing from the Type of Attachment list. The user may add text to more fully describe the attachment by clicking into the Description prompt box and typing the additional information. At the prompt, select the PDF filename   of the additional document by typing in its full path name in the file name field or click on   the Browse button to search for the file. When done, click on Add to List. Repeat this   process for each additional file uploaded with the event. When done, click on Submit.

(k) Prompt Boxes

Throughout the program, some events will prompt the user for variable information. Information entered by the user in the prompt box will be pulled into docket text. Docket text which is added by a non-court user will appear in italic type on the docket sheet. After responding to requests for variable information, hit Next.

(l) Final Posting Screens

(1)   Text Modification Screen: Users will be allowed to enter additional docket text in certain places. Docket text   supplied by non-court users will appear in italic type on the docket sheet. Hit Next.

(2) Prefix Box: (See [Appendix D](#))   Some events, like motions, will have a prefix box

option. A prefix box contains a   drop down list of document version identifiers which the user can select for addition   before the event name in the final docket text.

(3)   Final Approval Screen: This is the last opportunity for the user to review their entry.   If there are   typographical errors or other problems, the user may use the BACK key on their   browser toolbar to return to a previous screen. At any time up to this final warning   screen, the user may cease completion of the transaction by clicking on any of the   menu selections visible on the CM/ECF main blue tool bar. Select "Next" if the   entry is ready for transmission. As the transaction is received by the system, a Notice of Electronic Filing will be generated and displayed on the user's screen. At   the same time, e-mail notification messages will be transmitted to the case   participants.

(4)   Notice of Electronic Filing: (See also Section 6   and LR 83.1(e)) This screen will confirm that the transaction has been completed and the document   has been posted to the case docket. A unique, electronic document stamp will be   generated after each completed transaction and may be used as proof of filing in the   system. The Notice of Electronic Filing displays the names and e-mail addresses   of those case participants who have been notified of the submission via e-mail and   it also displays the names and street addresses of those case participants not   registered to receive notices electronically. The filer must serve those case   participants in the conventional manner pursuant to applicable federal rules. Court   staff will send paper copies of court generated documents to those parties who did   not receive electronic notification (i.e., unregistered attorneys) and to those   attorneys who have sent notice to the Clerk of Court indicating their technical inability to receive electronic notification.This screen may be printed. Each Notice of Electronic Filing is also saved by the   system and may be viewed by a registered participant through the Docket Report.

8.3 Other Types of Civil Complaints and Civil Actions

The filing of these pleadings basically follow the same sequence of screens as those for the filing   of an original complaint. However, because of different case types, some events will have unique   processing routines. Add any newly named parties at the appropriate point in the transaction. If the   party is an added plaintiff, that party must be added at the Pick Filers Screen. If the party is a new   defendant, they must be added at the Pick Against party screen. The basic screen sequence is as   follows:

- Case Selection screen
- Party Filer screen

- Complaint Type screen
- Party Filed Against screen
- Upload screen for PDF file
- Additional Effects screen
- Text Modification screen
- Final Posting screens

(a) Notices of Removal from State Court

Choose the event Notice of Removal. Pick the defendant(s) and counsel as the filer of the Notice but be sure to then select the Against parties as those from the complaint.

(b) Case Transfers from Another District Court
(c) Bankruptcy Matters
(d) Habeas Petitions
(e) Social Security Complaint
8.4 Posting Documents Subsequent to the Complaint/Petition

To post an amended complaint or petition, select the appropriate event from the list for Complaints   and Petitions from the Complaints and Other Initiating Documents menu. Add any newly named   parties at the appropriate point in the transaction. If the party is an added plaintiff, that party must   be added at the Pick Filers Screen. If the party is a new defendant, they must be added at the Pick   Against party screen. If a counterclaim, cross claim or third party complaint is included in the   Answer to Complaint, use the Party Filer screen to and new parties to the case.